



General Information and Application Instructions

Property owners requesting a change in zoning for their property must complete an Application for Change of Zoning, and submit the application to the [Zoning Section office](#). Planners in the Zoning Section will perform a completeness review to ensure the submitted application is complete and all additional required documents are provided. **Any inaccurate or incomplete information provided by the applicant or agent may cause the application to be returned to the applicant and/or delay the scheduled hearing dates.**

Additionally, we encourage applicants to submit applications in-person. **Applications submitted by mail or courier that subsequently are deemed incomplete, shall be returned to the applicant along with all accompanying payments, in accordance with the City of San Antonio's cash-handling policy.** Applications will not be accepted via fax or email.

We encourage ALL applicants to speak with a [Planner in the Zoning Section](#) prior to completing and submitting a zoning change application. Such conversations can aid the applicant in determining the zoning required for a proposed use, associated fees, possible timelines and other additional requirements that may arise during the application process.

THE REZONING PROCESS

The rezoning process takes approximately 2 months. However, cases that require additional review from other organizations or city departments can require additional processing time.

- All applications for property located within a neighborhood, community, perimeter or sector plan shall be reviewed by a [Planner in the Zoning Section](#). If the proposed zoning request is inconsistent with the land use element of a plan, a Plan Amendment shall be required before the zoning case may be heard by City Council. The Zoning Commission will not hear the zoning request until the Planning Commission has made a recommendation on the plan amendment request.
- All applications for property located within the Edwards Recharge Zone Overlay District (ERZD) shall be reviewed by [San Antonio Water Systems \(SAWS\)](#). Public hearings for cases within the ERZD will be scheduled once a Site Investigation Report is received from SAWS.
- All applications for property located within the Airport Awareness Zones (within 3 miles of the San Antonio International Airport or within 1.5 miles of the Stinson Municipal Airport) shall be reviewed by the [Aviation Department](#).
- All applications for property located within the Military Airport Overlay Zone (MAOZ) shall be reviewed by the Lackland Air Force Base.
- Consideration of applications for property located within a River Improvement Overlay District (RIO) must follow the *San Antonio River Vision Statement and Guiding Principles* as adopted by the Historic and Design Review Commission, Planning Commission, River Commission, and Zoning Commission.
- All applications for property located within a Historic District shall be reviewed by the City's [Office of Historic Preservation](#).
- All applications for property within the Camp Bullis Awareness Zone (located within 5 miles of Camp Bullis) shall be reviewed by the City's Office of Military Affairs and Ft. Sam Houston.
- Current zoning and overlay districts can be viewed on the City's [GIS Mapping Application](#).

Once an application is deemed complete and all fees have been paid, Zoning Section staff will assemble a zoning case. The zoning case manager will visit the subject property to take pictures; post a "Rezoning" sign; and document surrounding land uses, neighborhood character, and existing infrastructure. Staff will utilize this information to develop a recommendation that will be presented at two public hearings. The case is heard first by the Zoning Commission, and then by City Council.

THE REZONING PROCESS

(continued)

For all zoning cases, the [State of Texas Local Government Code](#) requires 1) public advertisement of the hearing in a newspaper of general circulation, and 2) mailed notification of the zoning change request to all owners of property within 200 feet of the subject property. The City of San Antonio advertises and sends notification prior to the Zoning Commission hearing, and again prior to the City Council hearing.

The property owner, applicant, or authorized representative must be present at all public hearings to explain the purpose for the requested zoning change, and to answer any questions from the Zoning Commissioners and City Council members. The public hearings also provide an opportunity for proponents and opponents of a request to voice their concerns and opinions on the proposed zoning change.

ZONING COMMISSION HEARING

The Zoning Commission hearing includes presentation of the staff recommendation, explanation of the requested zoning change by the property owner, applicant, or authorized representative, and public comments in support of and in opposition to the requested zoning. Then, the Zoning Commissioners vote to determine their recommendation, which will be presented to the City Council.

CITY COUNCIL HEARING

The [City Council](#) makes the final decision on all applications for zoning change. The City Council hearing process is similar to that of the Zoning Commission. The City Council may approve or deny, in total or in part, the requested zoning change. If a change is approved, an ordinance is passed amending the official zoning map to reflect the new zoning district. Ordinances become effective ten days after approval. If the requested zoning change is denied, no application for rezoning any portion of the subject property may be submitted for consideration within one year of the City Council's denial.

City Council Time Limits

After the Zoning Commission public hearing, cases are not automatically scheduled for a City Council hearing. The zoning case manager will contact the applicant to discuss and confirm a City Council hearing date. The Zoning Commission recommendation must be presented to the City Council within 6 months of the Zoning Commission's final consideration. If the case is not scheduled for and heard by the City Council within 6 months of the Zoning Commission's recommendation, the application expires and all paid zoning fees are forfeited.

POSTPONED CASES

An applicant may postpone a case by submitting a written request to Zoning Section staff by 4:30 pm one week prior to the scheduled Zoning Commission or City Council public hearing. When the applicant is ready to move forward with a postponed case, they must first pay the postponement fee. Once the fee has been paid, the case will be scheduled for the next available public hearing. If a postponement request is not received by the specified deadline, the case will remain on the meeting agenda and will require action by the Zoning Commission or City Council. If a postponed case is not reactivated within 6 months of the postponement request, the application expires and all paid zoning fees are forfeited.

CONTINUED CASES

At either public hearing, the property owner, applicant, or authorized representative may request a continuance, which allows the case to be heard at a specified later date without incurring additional fees. An applicant's request for continuation may be approved or denied by the Zoning Commission or City Council. If the continuance request is denied, the case will be heard as originally scheduled. Additionally, the Zoning Commission and/or City Council may continue a case based on other factors.

APPLICATION WITHDRAWAL

An applicant may withdraw a zoning application at any time during the rezoning process, prior to the case being called forward for consideration at a public hearing. However, if an application is withdrawn, future applications may be subject to restrictions.

Applicants are encouraged to attempt to contact the Zoning Commission and City Council Representative for the applicable City Council District, as well as any registered [Neighborhood or Homeowner's Association](#) located within 200 feet of the zoning case subject property. Planners can provide contact information for registered associations.

District City Council			Zoning Commission	
Mayor	Ivy R. Taylor	207-7060	Susan Heard	susantelluride@gmail.com
1	Diego Bernal	207-7279	Mariana Ornelas	732-1306
2	Keith Toney	207-7278	William H. Shaw, III	233-1559
3	Rebecca J. Viagran	207-7064	Maria Alvarado	mla237@gmail.com
4	Rey Saldaña	207-7281	Orlando Salazar, Chair	921-0161
5	Shirley Gonzales	207-7043	Ricardo Briones	223-4080
6	Ray Lopez	207-7065	Christopher R. Martinez	433-9999
7	Mari Aguirre-Rodriguez	207-7044	Santos H. Villarreal	santoshvillarreal@gmail.com
8	Ron Nirenberg	207-7086	Dr. Francine Romero	francine.romero@utsa.edu
9	Joe Krier	207-7325	Paula McGee	paulamcgee@satx.rr.com
10	Mike Gallagher	207-7276	Milton R. McFarland, Pro Tem	657-6303

DISTRICT CONTACT INFORMATION ZONING APPLICATION FEES

Property Size	Zoning Fees	ERZD Fees (1.5 x half zoning fee)	ERZD Total (Zoning fee + ERZD fee)
0 to 0.5 acres	\$770.00	\$577.50	\$1,347.50
0.501 to 5.0 acres	\$1,725.00	\$1,293.75	\$3,018.75
5.01 to 10.0 acres	\$3,110.00	\$2,332.50	\$5,442.50
10.01 to 25.0 acres	\$5,500.00	\$4,125.00	\$9,625.00
25.01 acres	\$5,690.00	\$4,267.50	\$9,957.50
Over 25.01 acres	\$5,690.00 + \$110.00 per additional acre (\$11,500.00 maximum)	Depends on acreage	Depends on acreage
Expedited Case Fee (<i>requires written permission from the applicable City Council representative</i>)	Additional payment of the zoning acreage fee		
Conditional Use	Acreage fee above, plus \$300.00		
Specific Use Authorization	Acreage fee above, plus \$500.00		
Postponement Fee	\$405.00		
Refund Fee	\$100.00		
Notary Fee	\$6.00		

Make checks payable to the City of San Antonio.

Full payment is due at the time of application submittal.

For more information regarding fees, please see the Fee Schedule in Section 35-C102 in the Unified Development Code.

For more information regarding the Department's expediting and refund policies, please see [Information Bulletin #511](#).

TRAFFIC IMPACT ANALYSIS (TIA) THRESHOLD WORKSHEET

All applications for zoning change require a completed Traffic Impact Analysis (TIA) Worksheet. No application will be processed until the [Engineering Section](#) determines whether a Traffic Impact Analysis is required. If it is determined that a TIA is required, the application will not be processed until said analysis is submitted to and accepted by the Engineering Section.

SITE PLAN REQUIREMENTS FOR INFILL DEVELOPMENT ZONES (IDZ), FORM BASED ZONING SPECIALIZED DISTRICTS (FBZ SD), CONDITIONAL USES, and SPECIFIC USE AUTHORIZATIONS

Zoning change requests for “IDZ” Infill Development Zone District, “FBZ SD” Form Based Zoning Specialized Districts, a Conditional Use, or a Specific Use Authorization require the applicant to submit a site plan of the subject property and proposed development. All site plans shall be drawn to scale, using a scale that creates a legible final document. The site plan scale must be drawn numerically and a graphic scale must be provided. The applicant shall provide at least 3 versions of the site plan: 1) one full-size copy, 2) one 8-inch by 11.5-inch copy, and 3) one digital (PDF) copy.

*****Site plans shall include the minimum information as listed below. Site plans which do not indicate the following information will be considered incomplete and may delay the application process.*****

1. Tabulation of the number of acres in the proposed development, showing the total number of lots, and area of open space for the site including the following:
 - a) Dimensions and square footage of all buildings and structures;
 - b) For nonresidential uses, multi-family dwellings, and any portion of a site located within the ERZD, the approximate location and area of impervious cover;
 - c) Square footage of all paved or otherwise hard surfaced streets, parking facilities, including curb and gutters, walks, loading areas, and asphalt or concrete aprons for solid waste containers, signs or outdoor mechanical equipment.
2. All setbacks as required by the proposed and surrounding zoning districts/uses. For lot and building dimension requirements, see Section 35-310 Table 310-1 of the Unified Development Code. For setbacks, block, lot and building dimension requirements in Form Based Zoning districts, see Section 35-209 Table 209-18.
3. All off-street parking and loading areas/structures, including the number of spaces, dimensions of spaces and aisles, ADA required spaces and loading areas, and landscaping for parking areas. For parking requirements, see Section 35-526 of the Unified Development Code. For parking requirements in Form Based Zoning districts, see Section 35-209 and Tables 209-14 A-D.
4. The location, dimensions and type of all walls, fences (other than fences on private residential lots) and landscaping. For landscape buffer requirements, see Section 35-510 of the Unified Development Code. For Form Based Zoning districts, see Section 35-209.
5. All existing and proposed driveways, sidewalks and other infrastructure above, at or below grade, showing the existing and proposed physical layout, dimensions, and other relevant characteristics of the subject property.
6. The intended use of the property to which the current and proposed improvements relate.
7. The following statement: “I, _____, the property owner, acknowledge that this site plan submitted for the purpose of rezoning this property is in accordance with all applicable provisions of the Unified Development Code. Additionally, I understand that City Council approval of a site plan in conjunction with a rezoning case does not relieve me from adherence to any/all City-adopted Codes at the time of plan submittal for building permits.”

It is recommended that applicants take steps such as meeting with Development Services Department Plan Review staff for preliminary review of projects requiring a site plan.

For more information, please see the following sections of the [Unified Development Code](#): Section 35-343 "IDZ Infill Development Zone, Section 35-209 Form Based Development, Section 35-422 Conditional Zoning, and Section 35-423 Specific Use Authorization.



Application Checklist

A complete application shall include the following minimum information and documents:

- ☐ Property Description:
 - Address and/or location
 - Total acreage and legal description (including Lot, Block, and NCB numbers for platted lots; or a metes-and-bounds description, via a set of field notes, for partial and irregular lots or lots that are not platted).
 - If the zoning request includes multiple zoning districts, please provide legal descriptions and acreage totals for each zoning district.
 - Please note, all field notes must be signed and sealed by a licensed or registered surveyor or engineer.
 - Legal Descriptions for platted lots can be obtained from the [Bexar County Appraisal District](#).
 - Current and Requested Zoning (including all base, special, and overlay districts)
 - City Council District
 - Camp Bullis area cases: [U.S. Fish and Wildlife](#) coordination
- ☐ Name, address, telephone number, and email address (if applicable) of all Property Owners. If the Property Owner is a Partnership, Corporation, or other organization, please submit a list of Partners, current list of Directors or incorporating documents to show signature authority.
- ☐ Name, address, telephone number, and email address of the Applicant and Authorized Representative (if applicable).
- ☐ Authorization by Property Owner(s) (if Applicant or Authorized Representative is not the sole Property Owner).
- ☐ Statement of Purpose for Zoning Change Request.
- ☐ Signatures and Initials needed:
 - Property Owner(s)
 - Signatures of all Individuals listed on all current Warranty Deeds applicable to the subject property, or
 - Signature and title of the Owner of the Corporation listed on the current deed(s), or
 - Signature and title of a presiding officer, director, or other member who has signature authority for the Owner Organization listed on the current deed(s);
 - Applicant signature signifying that the application is correct and complete, and indicating acceptance of staff visit, photo, signage, public information relating to the rezoning case;
 - The applicant signature section must be notarized. Notary services are available for a fee at the Zoning Section office.
 - Initials of Property Owner(s) and Applicant acknowledging Municipal Campaign Finance Regulations.
- ☐ Completed Traffic Impact Analysis (TIA) Threshold Worksheet, reviewed and signed by the Engineering Division at the time of application submittal.
- ☐ Additional Required Documents:
 - A copy of all current Warranty Deeds applicable to the subject property, on file with the [County Clerk](#); and
 - A copy of the current tax appraisal details, available from the [Bexar County Appraisal District](#).
- ☐ Site Plan, if requesting “IDZ” Infill Development Zone District, “FBZ SD” Form Based Zoning Specialized District, a Conditional Use, or a Specific Use Authorization. Please refer to the Site Plan Requirements. Site Plans that do not meet the minimum requirements cannot be accepted, possibly delaying the rezoning case.
- ☐ Appropriate Fees - Please make checks payable to the [City of San Antonio](#).



Application for Change of Zoning

PROPERTY DESCRIPTION **If the zoning request includes multiple zoning districts, please provide legal descriptions and acreage totals for each zoning district (attach additional pages, if necessary).**

Address:

Legal Description

Total Acreage(s):

Lot:

Block:

NCB:

Current Zoning:

Requested Zoning:

☐ Field Notes Attached

Council District:

For all properties within 5 mile of Camp Bullis: ☐ Have you coordinated with the U.S. Fish and Wildlife Service?

PROPERTY OWNER(S) **This application MUST include the names, contact information, and signatures of ALL property owners listed on all current Warranty Deeds applicable to the subject property. Attach additional pages as needed.**

☐ Individual(s)

☐ Partnership

☐ Corporation

☐ Trust

Name(s):

Address:

City, St. Zip:

Phone(s) ** Please mark your preferred contact number. This number may be included on public notices.**

☐ home:

☐ work:

☐ mobile:

fax:

E-mail:

APPLICANT (Party responsible for all information submitted for the zoning request)

☐ Agent

☐ Prospective Buyer

☐ Tenant

Name:

Address:

City, St. Zip:

Phone(s) ** Please mark your preferred contact number. This number may be included on public notices.**

☐ home:

☐ work:

☐ mobile:

fax:

E-mail:

REPRESENTATIVE (Person authorized to speak on behalf of the property owner/applicant at the public hearings)

Name:

Address:

City, St. Zip:

Phone(s) ** Please mark your preferred contact number. This number may be included on public notices.**

☐ home:

☐ work:

☐ mobile:

fax:

E-mail:

The Statement of Purpose for a zoning change request shall **include the following minimum information**. Statements of Purpose that do not contain the required minimum information may be returned to the applicant, possibly delaying the zoning case.

- Reason for requesting a change of zoning, **including a description of all existing and proposed activities or continuing uses.**
- Explanation of how the request is consistent and compatible with the [City's Master Plan](#) or specific [Neighborhood/Community/Sector Plan](#); or explanation of intent to pursue a plan amendment if the request is inconsistent with the applicable plan.
- Statement that the request will not substantially nor permanently injure the property rights of the owner(s) of all real property affected by the proposed change in zoning.
- Statement that the request will not adversely affect the health, safety or welfare of the general public.

[illegible]

This application MUST include the signatures of ALL property owners listed on all current Warranty Deeds applicable to the subject property. Attach additional pages as needed.

AUTHORIZATION BY PROPERTY OWNER(S)

(Required if Applicant and/or Authorized Representative is not the sole owner of the subject property.)

I, _____, swear and affirm that I am the
(property owner's printed name; include signatory name and title if signing for an organization)

owner of the property at _____, as shown in the records of
(property address or legal description)

Bexar County, Texas, which is the subject of this application.

I, _____, the owner of the property to be
(property owner's printed name; include signatory name and title if signing for an organization)

considered, give _____ permission to submit this application.
(applicant's printed name)

I authorize _____ to serve as my representative for this request.
(authorized representative's printed name)

Property Owner Signature (and title, if signing for an organization)

Date

I have read, examined, and completed this application; and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with, whether specified herein or not. The granting of a zoning change does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the subject property. I understand that City staff will visit and photograph the subject property; that a Rezoning Case Sign will be placed on the property; and that this application, including all submitted documents and staff photos relating to this zoning case are public information and can be made available through an Open Records Request per the Texas Public Information Act (Texas Government Code, Chapter 552).

Applicant Signature (and title, if signing for an organization)

Date

Sworn to and subscribed before me by _____, on this _____ day
of _____ in the year _____, to certify which witness my hand and seal of office.

Notary Public in and for the State of Texas

This acknowledgement MUST include the initials of ALL property owners listed on all current Warranty Deeds applicable to the subject property (attach additional pages as needed), as well as the initials of the applicant (if applicable).

NOTICE

On June 25, 2009, the City Council amended the Municipal Campaign Finance Regulations to expand prohibitions on campaign and officeholder contributions.

EFFECTIVE July 5, 2009, the following individuals

- * any individual applying for a zoning change;
- * any owner or officer of an entity seeking a zoning change; or
- * the spouse of any of these individuals

are prohibited from making campaign or officeholder contributions to any city councilmember, any candidate for City Council, or to any political action committee that supports or opposes a city councilmember or candidate from the time the zoning application is submitted to the city until the 30th calendar day after final action on the application.

If any individual listed in this application has made a contribution in violation of this regulation, the city may not approve the requested change in the zoning district boundary. Any zoning change granted in violation of this provision shall be voidable at the discretion of the City Council.

Initial the following statements, acknowledging the above notice.

Property Owner(s)
(required)

_____ I have read, and understand the above notice regarding the Municipal Campaign Finance Regulations.

Applicant

(required if Applicant is **not** the sole owner of the subject property.)

_____ I have read, and understand the above notice regarding the Municipal Campaign Finance Regulations.

Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis Study. Unified Development Code, Article V, Section 35-502.

Project Name:	Threshold Worksheet Prepared by:	
Project Location:	Company:	<input type="checkbox"/> Owner or <input type="checkbox"/> Owner's Agent
Is this? <input type="checkbox"/> C.O.S.A <input type="checkbox"/> San Antonio ETJ <input type="checkbox"/> Bexar County <input type="checkbox"/> Other Municipality	Address:	
Date:	Email:	Phone:

Permit Type or Reason for TIA Study/Worksheet (Check one and indicate the number if known)

Zoning #:	MDP # or POADP#:	Plat #:	Bldg Permit #:	Other:
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Proposed Type of Development (Multi building development or multi-occupancies may require additional tabulation sheets to determine total peak hour trips)

Anticipated Land/Building Use/Zoning	Project Size			Critical Peak Hour	Peak Hour Trip Rate (PHT) Rate	Peak Hour Trips (PHT)	Trip Rate Source
	Acres	GFA	# of Units				
							ITE Code:

Previous Development on Site (Required for land with previous/current buildings occupied within 1 year of submittal or if Re-zoning property)

Previous Land/Building Use/Zoning	Size			Critical Peak Hour	Peak Hour Trip Rate (PHT) Rate	Peak Hour Trips (PHT)	Trip Rate Source
	Acres	GFA	# of Units				
							ITE Code:

Previous TIA Report (If property has a TIA on file) TIA # _____

Difference in PHT (Proposed PHT – Previous Development PHT or TIA PHT)

Peak Hour Trips Projected in TIA on File	Peak Hour Trips Projected in <i>Updated</i> Development Plan

Increase in Peak Hour Trips (if an increase of 76 PHT or an increase of 10% of the total PHT, a new TIA is required)

Turn Lane Requirements for Developments with Less Than 76 PHT (for developments with 76 or more PHT, this analysis will be included in the TIA)

Requirement	Right-turn lanes required at: (identify street/driveway name)	Left-turn lanes required at: (identify street/driveway name)
Median Openings	N/A	<input type="checkbox"/> _____ <input type="checkbox"/> None
Driveways or streets with a daily entering right- or left-turn traffic volume of 500 vehicle trips or 50 vehicle peak hour trips	<input type="checkbox"/> _____ <input type="checkbox"/> None	<input type="checkbox"/> _____ <input type="checkbox"/> None
Required by TxDOT	<input type="checkbox"/> _____ <input type="checkbox"/> None	<input type="checkbox"/> _____ <input type="checkbox"/> None
Where unsafe conditions may exist (limited sight distance, high speed, uneven grade, etc.)	<input type="checkbox"/> _____ <input type="checkbox"/> None	<input type="checkbox"/> _____ <input type="checkbox"/> None

Comments

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(For Official Use Only, Do Not Write in this Box)

<input type="checkbox"/> TIA report is required. <input type="checkbox"/> A TIA report is not required . The traffic generated by the proposed development does not exceed the threshold requirements. <input type="checkbox"/> The traffic impact analysis has been waived for the following reasons: _____ Reviewed by: _____ Date: _____	
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NOTE: GFA = Gross Floor Area (bldg. size).

ITE = Institute of Transportation Engineers, *Trip Generation*, 8th Edition. 525 School Street, S.W., Suite 410, Washington, DC 20024-2729; (202) 554-8050.

LINKS

The following web-links may be useful throughout the zoning process:

Bexar County Appraisal District (BCAD): <http://www.bcad.org/>

Bexar County Clerk: <https://gov.propertyinfo.com/TX-Bexar/>

City of San Antonio: <http://www.sanantonio.gov>

City of San Antonio Aviation Department: <http://www.sanantonio.gov/aviation/>

City of San Antonio City Council: <http://www.sanantonio.gov/council>

City of San Antonio Engineering Division: <http://www.sanantonio.gov/dsd/engineering.asp>

City of San Antonio GIS Mapping Application: <https://gis.sanantonio.gov/PDS/onestop/index.html>

City of San Antonio Master Plan: http://www.sanantonio.gov/planning/npud/MasterPlan/pdf/master_plan.pdf

City of San Antonio Neighborhood and Community Plan Information:
<http://www.sanantonio.gov/planning/npud/library.aspx>

City of San Antonio Neighborhood Listing:
<http://www.sanantonio.gov/planning/npud/registration.aspx>

City of San Antonio Planning & Community Development Department:
<http://www.sanantonio.gov/planning/default.aspx>

City of San Antonio Office of Historic Preservation: <http://www.sanantonio.gov/historic/>

City of San Antonio Plan Amendment Process:
<http://www.sanantonio.gov/dsd/zoning.asp#PlanningCommission>

City of San Antonio Development Services Department: <http://www.sanantonio.gov/dsd>

City of San Antonio Unified Development Code: <http://www.sanantonio.gov/dsd/udc.asp>

City of San Antonio Zoning Section: <http://www.sanantonio.gov/dsd/zoning.asp>

City of San Antonio Zoning Section Office: <http://www.sanantonio.gov/dsd/directions.asp>

San Antonio Water Systems Resource Protection and Compliance:
<http://www.saws.org/environment/ResourceProtComp/>

State of Texas Local Government Code: <http://www.statutes.legis.state.tx.us/?link=LG>

U.S. Fish and Wildlife: <http://www.fws.gov>

Zoning Application Refund and Expediting Policy:
<https://webapps1.sanantonio.gov/dsddocumentcentral/upload/IB511.pdf>